



Rochford District
Council

Audit & Governance Committee

agenda

Date

3 September 2024

Time

7.30 pm

Place

The Mill Arts & Events Centre
Bellingham Lane
Rayleigh, SS6 7ED

Contact

Weronika Szyszka

Rochford District Council
South Street
Rochford
Essex
SS4 1BW

Phone: 01702 546366

Email:
memberservices@rochford.gov.uk

**The public are welcome to
attend this meeting.**

If you would like this agenda in large print, Braille or another language please contact 01702 318111

The agendas and minutes of meetings can be accessed via the Council's website at www.rochford.gov.uk

Members of the Audit & Governance Committee

Chairman: Cllr R Milne

Vice-Chairman: Cllr S A Wilson

Cllr N J Booth

Cllr R Lambourne

Cllr A D Marriott

Cllr M O'Leary

Cllr S J Page

Cllr Mrs V A Wilson

Cllr S E Wootton

Terms of Reference

- To provide independent assurance of the adequacy of the risk management framework and the associated control environment.
- To assess the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment.
- To oversee the financial reporting process including scrutiny of the treasury management strategy and policies.
- To ensure that Members maintain high standards of probity in their public life by forming a Sub-Committee to consider standards complaints referred by the Monitoring Officer.
- To appoint representatives to any outside bodies which fall within the remit of this Committee.

The Council's residents are at the heart of everything we do.

The Council's priorities are:-

- To be financially sustainable
- Early intervention
- To maximise our assets
- To enable communities

AGENDA

Emergency evacuation announcement Page No

1 Apologies for Absence and Substitute Members

2 Non-Members Attending

3 Minutes of the Meeting held on 2 July 2024

4 To Receive Declarations of Interest

5 Public Questions on Notice

The deadline for questions to be submitted for the Audit & Governance Committee meeting shall be no later than midday (12:00), 3 clear working days before the day of the meeting (Wednesday, 28 August). Copies of all questions received will be circulated to all Members of the Committee and will be made to the public attending the meeting.

6 Interim Value for Money Opinion 6.1 – 6.29

To consider the report of EY, (the Authority's External Auditors) via the Interim Director, Resources presenting the interim Value for Money (VFM) opinion.

7 External Audit Plan 2023/24 7.1 – 7.57

To consider the report of EY, (the Authority's External Auditors) via the Interim Director, Resources presenting the 2023/24 Audit Plan.

8 Audit Progress Report 1 – 2024/25 8.1 – 8.39

To consider the report of the Audit & Counter Fraud Manager providing an update on the work of the Internal Audit team in terms of progress made against the Annual Audit Plan for 2024/25 and action taken by Service Departments in implementing audit recommendations.

- 9 Treasury Management Annual Review 2023/24** 9.1 – 9.7
- To consider the report of the Interim Director, Resources setting out a summary of the Council's Treasury Management activity for the 2023/24 financial year.
- 10 Treasury Management Quarterly Review (Q1) 2024/25** 10.1 – 10.10
- To consider the report of the Interim Director, Resources providing an update of the Council's Treasury Management activity for the period 1 April 2024 to 30 June 2024 in accordance with the Council's Treasury Management Policy and good practice in treasury management.
- 11 Review of Internal Audit Services** 11.1 – 11.12
- To consider the report of the Interim Director, Resources setting out the plan and timetable for the internal audit services.
- 12 Establishment of the Standards Sub-Committee** 12.1 – 12.6
- To consider the report of the Monitoring Officer seeking to appoint 3 Members of the Audit & Governance Committee to serve on the Standards Sub-Committee in accordance with the Committee's Terms of Reference.



Jonathan Stephenson
Chief Executive

DECLARATIONS OF INTEREST – GUIDANCE NOTE

The Member Code of Conduct sets out three types of Member's interests: -

- Disclosable pecuniary interests (DPIs)
- Other registerable interests (ORIs)
- Non-registerable interests (NRIs)

Members are required to register certain interests and disclose/declare any interests which arise at meetings. The flowchart below seeks to assist Members in determining the nature of the interest to be declared and Members should seek the advice of the Council's Monitoring Officer in advance as necessary.

When declaring interests at meetings, Members must ensure they provide clarity and detail including the following which will be recorded in the minutes:-

1. the agenda item the interest relates to;
2. the type of interest i.e. DPI, ORI or NRI;
3. the nature of the interest;
4. whether as a result of the interest they shall leave the room during consideration of the matter, and
5. Where members are declaring an ORI but shall be taking part, confirming that they are bringing an open mind to the meeting.

The flowchart below will assist in making the declaration: -

